

KINGSTON TOWNSHIP

MUNICIPAL FACILITIES/MEETING ROOM USE POLICY

STATEMENT OF POLICY

Recognizing that Kingston Township buildings and grounds belong to the community, Kingston Township offers the use of certain Township facilities by and for the benefit of the community. In an effort to make the best use of available municipal facilities for public meetings and to avoid scheduling conflicts, the Kingston Township Board of Supervisors have established procedures and an application form for use of municipal facilities and meeting rooms. Because Kingston Township incurs additional costs when facilities are being used beyond normal use and hours, it is necessary to pass along some of these costs.

Kingston Township will consider all applications without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or political persuasions or views or other status covered by applicable state or federal laws or regulations.

RULES FOR USE OF FACILITIES AND GROUNDS

1. Use, pending availability, is available to Kingston Township related commissions, committees, boards and associations, government related training, commissions, committees, boards, associations, functions, resident associations, youth and adult groups or associations, non-profit organizations or charities, youth or adult sports organizations and associations and emergency services groups, associations and training.
2. Township facilities are not available for use by **for-profit organizations** or by **profit making groups**. Kingston Township specifically excludes the following types of uses of its facilities:
 - a. Business firms and other for-profit organizations soliciting or selling Products or services, regardless of purpose.
 - b. Private social functions, such as showers, birthday parties, dances and the like.
 - c. Political campaigns and/or fundraising.
 - d. Programs which would interfere with the operation of the Township by causing excessive noise, a safety hazard, security risk, etc.

3. Offices and other administrative areas, police department and public works facility are not intended for use under this policy. This policy governs the use of public areas of the Administration Building and Center Street Park. Public areas include the Supervisors Meeting Room, Herbert Hill and William Tippet Meeting Rooms on the lower level of the administration building, Center Street Park Field / Pavilion and restrooms.
4. Permission to use the building shall be granted for events which are scheduled to begin and end between the hours of 8:30 am and 9:30 pm Monday thru Thursday and 8:30 am to 4:30 pm on Friday. Use on weekends is limited and shall be approved on a case by case basis. The hours of use on weekends will be from 9:00 am to 4:00 pm. Permission for earlier or extended use may be granted with prior approval based on circumstance and availability of staff to open and close the building. Users that do not have approval for extended use must vacate the facility promptly at the approved departure time stated on the application.
5. Times in which Center Street Park Field / Pavilion can be reserved shall be approved on a case by case basis and according to availability. Applicants requesting use of Center Street Park Field / Pavilion may be required to cooperate with other potential applicants with scheduling.
6. At no time shall the facility exceed the legally permissible number of person as defined by the Building Officials and Code Administrators (BOCA) requirements. The maximum capacity of the Kingston Township Municipal Building Meeting rooms are as follows: Supervisors meeting room - 150 persons; William Tippet lower level meeting room - 35 persons; Herbert Hill lower level meeting room – 50 persons.
7. The use of any Kingston Township facility is subject to all ordinances and laws being complied with, specifically, but not limited to the prohibition of tobacco use and/or possession of alcohol or illegal drugs and compliance with all Americans with Disabilities Act (ADA) requirements.
8. Individuals or groups holding or attending meetings or events at the Administrative Building are to park in the upper parking lot. Handicapped parking spaces are available and the lower level is accessible by elevator which is located in the upper level lobby.
9. The group/user may use equipment and furniture, such as tables, chairs and dry erase/chalk boards that are owned by Kingston Township and located in the approved meeting rooms. Tables and chairs may not be taken from another meeting room without prior approval. Any other needed equipment or furniture must be supplied by the group/user. After use of the room, the group/user shall be responsible for returning the meeting room to its original condition and configuration. The user is responsible for ensuring that all trash is placed in containers.
10. Food and/or beverages may be served and consumed only if approval is granted in advance of the event. Food and beverages are prohibited in the Supervisors Meeting Room at all times.

11. With prior approval equipment, displays, signs, banners, etc. may be set up in the interior entrance door (without blocking visibility) and meeting rooms. Signs, banners, decorations, etc. may be affixed to the interior entrance door, walls or light fixtures provided they are attached with a removable product that will not damage the facility in any way. Equipment, displays, signs, banners etc. may be put in place one half (1/2) hour prior to the start of the event. All equipment and/or décor must be removed at the conclusion. **Township staff will not be available to help with the set up of the room or removal of any equipment, displays, signs, banners, etc.**
12. Kingston Township reserves the right to deny requests for use if the user has previously violated the rules set forth in this policy.

CENTER STREET PARK and PARK RESTROOM FACILITY

1. The Center Street Park Restroom facility is available for use by any organization, group, or association utilizing Center Street Park Field / Pavilion consistent with all rules set forth above.
2. A \$300 refundable deposit will be required and held until the completion of the activity and satisfactory inspection by Township staff to determine if any damage has occurred.
3. Upon payment of the refundable deposit, the Township and applicant will inspect the facility after such inspection the Township will furnish a key to the facilities to a designated representative, hereon referred to as the "key holder". The "key holder" will be responsible for unlocking and locking the restroom doors and also be held responsible for any damage to the restrooms in the time frame in which the "key holder" had possession of the key.
4. The deposit of \$300 will be refundable in full to the depositor, provided that no damages are incurred as stated in #2 above.
5. Kingston Township reserves the right to place restrictions and conditions on all functions including the evidence of insurance for certain activities and events. The necessity to provide insurance will be determined at the time of application approval and/or recommendation by the Township solicitor.
6. Kingston Township recognizes that the number of fields for playing sports does not adequately accommodate the number of sports organizations in our area. Kingston Township tries very hard to fairly approve all requests for field use providing the sports organizations cooperate with each other in scheduling practices and games. **The percentage of yearly field maintenance provided by a lawn care service will be split equally among sports organization utilizing the field for more than one (1) month per year.**

LIABILITY

Any group using a Kingston Township facility or grounds shall:

1. Be required to release Kingston Township from any liability for damages caused to the user or its property during the time of use.
2. Hold Kingston Township harmless from any liability to third parties for injury caused by the group or any person or groups to attend the event.
3. Be liable to Kingston Township for any damages to Township property or injuries to Kingston Township employees or agents caused by the group or by any person attending the group's events, whether or not the damage is the result of negligence, intentional acts or accident.
4. Be responsible to pay maintenance costs associated with excessive clean-up. Maintenance costs will be determined on the employee's current hourly pay and benefit rate and any additional equipment or supplies needed in conjunction with the cleanup.
5. Provide evidence of liability insurance coverage as part of any application/request that may involve physical activity i.e. youth or adult sports events/organizations.

APPLICATION AND APPROVAL PROCESS

1. Applications for use of available rooms and facilities will be given on a first request basis. All Kingston Township boards, commissions, committees and any other groups under the control of Kingston Township shall be given priority in scheduling.
2. Deadline for application form submission shall be submitted no later than the first Friday of the month in which the event is to be held, but no earlier than three (3) months in advance. Groups are generally limited to one reservation per month.
3. The application must include the name, address, phone number and e-mail address of the applicant or the person/officer in charge and must include the fee according to the fee schedule set forth in this policy and by Township Ordinance. The applicant must be 18 years old or older.

4. The Township Manager shall grant or deny the applications in accordance with the list of acceptable users set forth in this policy.
5. All approvals will be based on facility availability and on a first come-first serve basis and according to the rules set forth in this policy with the exception of Township related functions.
6. Applicants will be notified within one (1) week of submission of their request of approval or denial.
7. Cancellations shall be made to the Township at least twenty-four (24) hours in advance. If notice is not given within the allotted time frame future applications may be denied due to violations of this policy.

Kingston Township reserves the right to place restrictions and conditions on all functions including the evidence of liability or other appropriate insurance when needed.